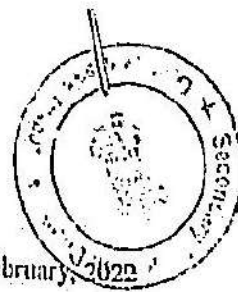


GOVERNMENT OF ASSAM
EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06



No. ASE.01/2020/Pt.-II/233

Dated, Dispur the 14th February, 2022

In supersession of earlier order No. ASE.01/2020/Pt.-II/232, dated 25/1/2022 and earlier SOP communicated vide Memo No. ASE.01/2020/Pt.-II/214, dated 7th January, 2022 this new SOP is hereby issued and shall be effective from 15/2/2022 onwards and until further orders.

STANDARD OPERATING PROCEDURE (SOP)

Considering the fact that the status of COVID-19 cases in the State of Assam has been reviewed and it has been observed that the number of COVID-19 cases has considerably decreased over the last few days and in view of the improved COVID 19 scenario therefore the Govt. of Assam in Education Department have decided to streamline the functioning of the schools/Educational Institutions so as to contain the spread of COVID-19 variant and also the highly mutant SARS-COVID-2 variant.

Now, all the Government funded Educational Institutions and private Educational Institutions are hereby directed to follow the SOP as noted below:

General Guidelines

1. All Schools (both Govt. and Private) from Class I upto University level including Technical Institutions shall function in normal manner (physical Classes) as per academic calendar w.e.f. 15/2/2022 and until further orders.
2. All residential schools alongwith operationalization of Hostels in all Educational Institutions including Colleges, Universities, Technical Institutions, Teacher Training Colleges shall function in a normal manner w.e.f. 15/2/2022 and until further orders.
3. The In-Charge Headmaster/Headmistress of the Elementary Schools shall supervise and ensure serving of Mid-Day Meal to the students as per instructions guidelines issued by the Govt. from time to time during class days and off days.
4. There should not be more than 30 (thirty) students in a section. The Head of the Institution will assess the required number of sections and open more sections accordingly if required.
5. The Schools/Educational Institutions shall have to be sanitized on every weekend (preferably on every Sunday).
6. COVID appropriate behaviour should be followed by every Educational Institution.
7. Compulsory use of Masks/Sanitizers by all shall be ensured.
8. Social distancing in classes shall be ensured. Maintenance of physical distance of minimum 6ft both inside and outside the classroom should be ensured.
9. Temperature check of all students/teachers etc. shall be done every day through thermal screening during entry of the teachers/students/ and non-teaching staff.
10. Every school/college or Educational Institution authority should co-ordinate with the nearest Health Centre (PHC/CHC etc.) in case of fever, cough, difficulty in breathing/ medical emergency.
11. Whenever any COVID-19 positive case is detected in the school premises immediate information should be shared with the nearest Government Health Institution/ Circle Officer of the concerned Revenue Circle. And thereafter the school should be opened next day only for COVID 19 testing (RAT & RTPCR) of the students, teaching, non-teaching staff etc.
12. Hand washing facilities in the schools/colleges shall be arranged at prominent locations inside the premises. A separate room shall be identified and be kept ready to keep any student/teacher/non-teaching staff under isolation in the event of any positive symptoms being observed during their stay in the Institution till such time Health Department officials arrive for testing.
 - (a) Students should not share any material (Textbooks, notebooks, pen, pencil, eraser, Tiffin box, water bottle etc.) with each other.
 - (b) The health, hygiene and safety protocols of COVID -19 as issued by the Health & Family Welfare Department from time to time should be followed.
 - (c) Regarding sanitization of schools/Educational Institutions, it will be the joint responsibility of the SMDC of the schools, Deputy Commissioner of the District, Joint Director of Health Services and Inspector of Schools.

F. H. Choudhury
Additional Secretary
Secondary Education Department
Dispur: Guwahati-6



- (d) Students should be made aware about proper and scientific use of Mask, frequent change of Mask, sanitization, maintenance of physical distance of minimum 6 ft. both inside and outside the classroom.
- (e) Regular cleaning and disinfection of the classrooms toilets corridor etc., shall have to be done.
- (f) Arrangements for potable water for hand washing with soaps. Install hand washing station, hygienic drinking water points, toilets and urinals to allow physical distancing of atleast 2 meters and ensure these facilities are accessible to children with disabilities.
- (g) Social distancing in classes/ assembly etc. space will be created in the classroom to ensure that the children desk stands one meter apart and responsibility for such arrangement would lie on the Head of the institution.
- (h) A District level task force Chaired by Deputy Commissioner of the District and consisting of District Heads of the concerned line Department as members will be responsible for ensuring enforcement of the SOP. Notification has already been issued earlier by Education Department.
- (i) Schools/Educational Institutions shall not be opened in containment zones till further instructions from the Govt.
- (j) Whenever multiple COVID-19 positive cases are detected in the school premises and thereafter immediately the school/Educational institution will be closed for a period of 7(seven) days. Subsequently after closure of the school/ educational institution the school building including the entire premises desk and benches, toilet stations/ drinking water station etc., should be thoroughly sanitized. Thereafter, after 7(seven) days the school will be re-opened with due permission from Deputy Commissioner of the District.
- (k) In respect of private educational institutions social/physical distancing shall be maintained and buses will carry 1/3 intake of the students in the bus. The school buses should be properly sanitized twice daily.
- (l) A Register shall be prepared with records of vaccination status of all the students/teaching and non-teaching staff. The Register shall be submitted to the Revenue Circle Officer every 14 days alternately.

14. THE STANDARD OPERATING PROCEDURE FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS ARE AS FOLLOWS:

A. Proper cleaning and sanitation facilities.

- Use of face covers/masks by students, teachers, staff and all stakeholders is mandatory.
- There should be arrangement for thorough cleaning and disinfecting of all areas, furniture equipment, stationary, storage space, water tanks, kitchen, canteen, washroom, laboratories, libraries, etc., on School/College campus.
- Working hand washing facilities in the School/College should be arranged.
- There should be availability of key supplies like thermometers, disinfectants, soaps, etc., and the thermometer to be used should be a calibrated contactless infrared digital thermometer.
- Ban on spitting shall be strictly enforced.
- All garbage should be disposed in dustbins and must not be allowed to be piled up anywhere in the School/College premises.
- Frequent cleaning and disinfecting of washrooms during the School/College hours should be ensured.
- Mandatory hand washing for all students and staff at regular intervals must be ensured. Hand washing time should be minimum of 40 seconds as health protocol.
- Availability of safe and clean drinking water for students must be ensured. Drinking from water bottles by students maybe encouraged.
- Cleanliness and hygiene should be maintained during mid-day meal preparation, serving, during eating and after eating. Utensils should be properly cleaned.

B. Seating plan

- Physical distancing of atleast 6 feet has to be strictly followed.
- Physical and social distancing shall be maintained in the staff rooms, office area and other places of public interaction.
- Seats maybe designated with adequate distance for teachers in the staff room and other available rooms/halls.

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C. Physical/social distancing in the entry and exit points of the Schools/Colleges/Universities.

- Earmarking different lanes for entry and exit of students/teachers/non-teaching staff. Visit of outsiders should be strictly prohibited.
- Opening of all the gates at the time of entry and exit in case of Schools/Colleges which have multiple gates shall be done to avoid overcrowding.
- Displaying posters/signage/stickers at appropriate places reminding students about maintaining physical/social distancing must be ensured.
- Display communication materials (info-graphics) etc. on COVID-19 prevention in different areas within the School/College premises and the community.
- No outside vendors should be allowed to sell any eatables inside the School/College premises or at the entry/exit gate points.
- Ensure Soap (Liquid) is available at each hand washing station, near every door of toilets, in the Mid-Day-Meal distribution areas/ school Canteens and school entrance points.
- The Headmaster of the respective school will assign one teacher to stand at the entry point of the school during entry of the students and one teacher at the exit point during the exit of the students.

D. Parents/Guardians consent

- Parents should ensure that their ward goes to schools/Colleges wearing a mask and sensitize them not to exchange mask with others.
- Parents may take care not to send their ward to school if the child is not feeling well.

E. Schools/Colleges/Universities events, meetings, etc.

- School assembly maybe conducted by the students in the respective classrooms/outdoor spaces/other available spaces and halls under the guidance of the class teachers and maintaining physical distancing of atleast 6ft.

F. Formation of different Task teams.

The schools/Colleges will ensure formation of different Task teams such as Emergency care support/Response team/General support team for all stakeholders, hygiene inspection team, etc. The members of such teams may be identified from amongst the Teachers, Professors, Associate Professors, students and other stakeholders who will work collaboratively to take strategic and immediate action.

G. Health checkup

- Regular health checkup of students and teachers must be ensured.

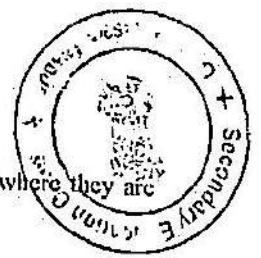
H. Ensure safe commuting of students who avail school/college transport.

- Sanitization of school/College transport should be done on regular basis atleast twice a day- once before children board the transport and once after.
- Driver and conductor should ensure physical distance at all times alongwith students.
- If possible, thermal screening of students may be done by the bus conductor at the time of their boarding.
- All commuters are to wear face cover/masks. School/College transport authority should not permit students without masks and as per as possible provide them with masks.
- No curtains should be there in the windows of the school/College bus. Preferably all windows should be kept open.
- For air conditioned buses, the guidelines issued by CPWD will be followed which include temperature setting at 24-30 degree Celsius, relative humidity at 40-70% with provision for intake of fresh air.
- Students should be oriented not to touch surfaces unnecessarily.

I. Ensure safety norms in classrooms

- Teacher must ensure that students sit at allocated seats maintaining physical distancing and wearing face covers/ masks. Teachers too wear face masks.
- In case of practical works, it should be done in small groups maintaining physical distance.
- Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottle, etc.) with each other.
- All the necessary learning material may be kept in the classroom.
- No sharing of food among students should be allowed.
- Overcrowding in washrooms should be discouraged.
- For air conditioning within the school, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30 degree Celsius; relative humidity in the range of 40-70% and provision for intake of fresh air and cross ventilation.

F. H. CHANDRASEKHAR
Additional Secretary
Secondary Education Department
BSP/2020/106



- J. Protocol to be followed in case of detection of suspected case of COVID-19.
- The sick student or the sick staff should be placed in a room or area where they are isolated from others.
 - The nearest medical centre should be contacted.
 - A risk assessment will be undertaken by the treating physician.
 - Disinfection of the premises to be taken up if the person is found positive.
 - The school authorities/College should coordinate with the nearest health centre/Joint Director of Health Services, in case of emergency.
 - All protocols as advised by Health and Family Welfare Department/ NHM should be followed.

K. STANDARD OPERATING PROCEDURE FOR SERVING MID-DAY MEALS IN SCHOOL

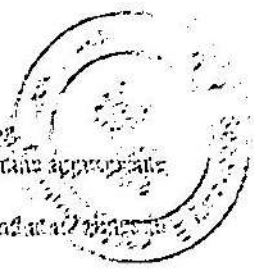
Midday-Meal will be served to the Students of Elementary Schools as per guidelines and instructions issued by the Govt. in Education Department from time to time.

Specific Guidelines are as follows:

- a) Entry of cook cum helpers (CCH) in schools.
- It shall be the responsibility of District/Block Administration related to MDM to ensure that the CCH is not COVID positive.
 - All CCH to give self-declaration to the Headmaster of the respective schools with regard to the wellness of self and family members before starting their work in school.
 - Thermal scanning of the CCH must be carried out at the entry point of the school.
 - The CCH must sanitize/wash their hands for minimum 40 seconds upon entering the school.
 - Wearing face masks will be mandatory during cleaning, washing, cutting, cooking and serving of meals.
 - Handmade face covers should be washed daily.
 - Nail polish or artificial nails should not be worn because they can become foreign bodies and might compromise on food safety.
 - Spitting and nose blowing should be strictly prohibited within the premises by CCH or any other person during school hours.
 - The CCHs should wear head covers and gloves.
- b) Safety norms in kitchen and storage space.
- The kitchen cum store place of cooking must be thoroughly cleaned and sanitized before 24 hours of actual cooking after re-opening of schools. The Headmasters of the respective schools as well as the SMC are responsible for the purpose.
 - The floors of the kitchen and the cooking top should be cleaned every day before and after the food is cooked.
 - The drainage system should be efficient enough for disposal of refuse.
- c) Cleaning of utensils for cooking and serving.
- The utensils used for cooking and serving should be thoroughly washed, cleaned and dried after use.
 - Clean clothes should be used for wiping utensils, wiping hands and for cleaning surfaces.
 - Leftovers or crumbs from plates and utensils should be removed into dustbin and properly disposed.
 - Adequate waste disposal system should be arranged so that the risk of contaminating food or the potable water supply is eliminated.
- d) Checking of old stock of food grains, oil and fat and condiments before use/washing and cutting of vegetables and cleaning of food grains and pulses.
- Use of left out food grains, oil and fat and condiments should only be done after careful inspection of quality.
 - Vegetables, fruits and perishable food commodities should be thoroughly cleaned before use preferably with a combination of salt and haldi (turmeric).
- e) During cooking and serving of mid-day meals.
- Wherever possible, kitchen activities must be performed maintaining appropriate physical distance.
 - The cook cum helpers should use face covers, head covers during cooking and serving.

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Additional Secretary
Secondary Education Department
Dispur, Guwahati-6

- The serving and dining areas should be thoroughly sanitized before serving.
- The staff while distributing the food should wear hand gloves and maintain appropriate distance from the school children.
- The school children should also wear masks while food is being served and at all times in the dining area except while eating or drinking.
- Ensure that students wash their hands thoroughly before and after eating.



**(A) GENERAL GUIDELINES IN RESPECT OF REOPENING OF HOSTELS IN
KARNATAKA POSTGRADUATE**

1. Only fully vaccinated students having taken two doses of vaccine (in respect of students of age 18 and above) will be allowed to stay in the residential educational and institution hostels. In this connection necessary documents (valid copy for the mobile or hard copy may be produced).
2. In respect of students of age 15 years to 18 years one dose of vaccine is compulsory for staying in the residential educational institution hostels (valid copy for the mobile or hard copy may be produced).
3. The hostels shall have to be fully sanitized including Kitchens, Washrooms, Bathrooms, Dressing rooms, Dining halls, Seating halls etc., before reopening of hostels.
4. Regarding Sanitization of hostels, full responsibility will rest with the Head of the Institution.
5. In respect of students willing to come and stay in residential hostels, consent will have to be obtained from the parents of the students in writing.
6. Students will report to hostel in a phased manner (Group wise). Groups' entry will be fixed and finalized by the Head of the Institution.
7. Students will be accommodated in the dormitory in alternate beds i.e. by keeping one bed vacant between two students by reducing the number of inmates in each dormitory to 50% as per the requirement. Beds which are not to be occupied are to be properly labelled.
8. Temporary partitions may be erected to separate inmates/benches, if required and feasible adequate distance between beds may be ensured.
9. Physical social distancing must be maintained at all the times in hostels. Signage and messaging at prominent places should be ensured relating to COVID-19 precautions and protocols.
10. Airports & space may be arranged to accommodate students to enable physical/social distancing.
11. Initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for online education.
12. Since students may be coming from different locations by using public transports such as buses, trains etc., it is important that they should minimize their contact and interaction with others on arrival at hostel, and effectively, maintain quarantine as per State/UT requirement. Their health status should be monitored during the period by the Head of the Institution through engagement of a Medical Health Officer.
13. Medical team should inspect kitchen and mess at least once a week to ensure maintenance of hygiene.
14. Capacity building of hostel staff should be done on physical/social distancing norms, health and hygiene, clean and nutritious food, etc., the hostellers.

**(B) SPECIFIC GUIDELINES IN RESPECT OF REOPENING OF HOSTELS IN
KARNATAKA POSTGRADUATE**

Protocol to be followed in case of detection of a suspected case of COVID-19

1. Isolate a room/bedroom for isolation with facilities for a bed and toilet, etc.
2. Place all students or staff in this room or area where they are isolated from others.
3. Provide a nurse/first aid or till such time as the staff they are examined by a doctor.
4. Immediately inform the nearest medical facility (hospital/clinic) or call the State or District helpline.
5. A risk assessment will be undertaken by the designated public health authority (District Rapid Response Team/teaching physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
6. Disinfection of the premises to be taken up if the person is found positive.
7. For a suspect or a case detected in hostel, the staff/worker shall not be sent back to his/her home as it may lead to spread of the disease. The State should be isolated and State/District health officials shall be informed for suitable follow-up action. His/her parent/guardian should be informed immediately.
8. All protocols as advised by Ministry of Health and Family Welfare should be followed.

(C) Physical Social Distancing during Distribution of Meal

1. Methods of safe distribution can be employed by the hostels which may include staggered distribution. Food may be provided in multiple batches.
2. Physical/social distancing norms may be observed in the kitchen as well. No other person may be allowed in the kitchen except minimum essential staff. Cleanliness of kitchen and its staff may be ensured.
3. Staggered timing for having meals is to be ensured to avoid crowding.

Dr. [Signature]
 Director, Karnataka
 Secondary Education
 Bangalore



(D) Entry of Cook & Mess/ Kitchen Helpers in Hostels

1. It shall be the responsibility of Hostel administration related to Kitchen & Dining to ensure that the Mess/Kitchen staff is not COVID positive.
2. All Mess/Kitchen staff shall have to give a self-declaration with regard to the health/wellness of self before starting their work in Hostel.
3. Thermal scanning of the Mess/Kitchen staff may be carried out at the entry of the Mess/Kitchen to check the temperature. The temperature may be recorded on daily basis.
4. The Mess/Kitchen staff must sanitize/wash their hands for minimum 40 seconds upon entering in the kitchen.
5. Wearing face cover/mask will be mandatory during cleaning, washing cutting, cooking and serving of meals. If re-usable/handmade face covers are used, it should be ensured that they are washed daily.
6. Spitting and nose blowing should be strictly prohibited within the premises by Mess/Kitchen staff or any other person during hostel hours and especially while handling food.
7. The Mess/Kitchen staff should be provided adequate and suitable clean protective apron, and head gear for covering hair and gloves. It must be ensured that the Mess/Kitchen staff at work, wear only clean protective apron and head covering.
8. The Mess/Kitchen staff should wash their hands at least each time work is resumed and whenever contamination of their hands could have occurred; e.g. after coughing/ sneezing, visiting toilet, using telephone. Hand washing time should be a minimum of 40 seconds.
9. The kitchen cum store/place of cooking must be deep cleaned and sanitized before 24 hours of actual cooking after reopening of Hostels.
10. The Kitchen should be cleaned before the actual preparation and cooking of food on daily basis.
11. The floors of Kitchen and the cooking top should be cleaned every day before and after the food is cooked.
12. Ventilation system natural and /or mechanical including windows, exhaust fans etc. wherever required, should be designed and constructed so that air does not flow from contaminated areas to clean areas.

(E) Serving of Meals

1. The serving and dining area should also be well sanitized before and after food consumption.
2. The serving of meals to the Hostel Students may be done in a spread-out manner in batches to follow physical/social distancing norms.
3. However, in case the meals are served in Hostel dining halls, clear markings should guide the Students to the seating arrangement.
4. The Cook and Helper, while distributing the food should wear personal protective equipment such as hand gloves, face mask, head cover and shall maintain appropriate distance from the Hostel Students.
5. The Hostel students should also wear face cloth/ masks while the food is being served and at all times in the dining area except while eating/drinking.

This SOP will come into effect from 15/2/2022 and until further orders.

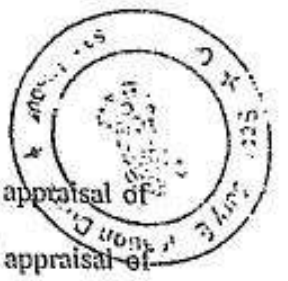
B. Kalyan
Principal Secretary to the Govt. of Assam
Education Department
Dated, Dispur the 14th February, 2022

Memo No. ASE.01/2020/Pt.-II/239 -A

Copy to:

1. All Registrars of Universities (State of Assam)
2. The PS to Principal Secretary to the Hon'ble CM, Assam.
3. The MD, NHM, Assam.
4. The MD, SSA, Assam.
5. The Deputy Commissioner (All), Assam
6. The Director of Information and Public Relations, request for wide publicity.
7. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
8. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19.
9. The Director of Elementary Education, Assam, Kahilipara, Guwahati-19.
10. The Regional Director, CBSE, Panjabari, Guwahati-781037.
11. The Inspector of Schools (All), Assam.
12. The Secretary, Board of Secondary Education Assam (SEBA), Bamunimaidam, Guwahati-21
13. The Secretary, Assam Higher Secondary Education Council (AHSEC), Bamunimaidam, Guwahati-21.

Om
14/2/22
F. H. Choudhury ACS
Additional Secretary
Secondary Education Department
Dispur: Guwahati-5



14. Staff Officer to Chief Secretary, Assam for favour of kind information.
15. P.S. to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister.
16. P.S. to Hon'ble Advisor, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Advisor.
17. P.S. to Principal Secretary, Education Department, for kind appraisal of Principal Secretary.
18. P.S. to Principal Secretary, Health & Family Welfare Department, for kind appraisal of Principal Secretary.
19. P.S. to Special Commissioner, Elementary, Secondary and Higher Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Special Commissioner.

(Handwritten signature)
14/11/22

(Sri F.H. Choudhury, A.G.S.)
Addl. Secretary to the Government of Assam
Secondary Education Department
F.H. Choudhury
Additional Secretary
Secondary Education Department
Dispur - Guwahati-06